

MAJOR DUTIES AND RESPONSIBILITIES

1. Responsible for the Health Orientation of New Arrivals

- Complete the Patient Registration Form and obtain medical clearances for all eligible beneficiaries.
- Orientation to public health risks and preventive health behaviors.
- Assess family health and immunization needs.
- Describe services provided by the health unit and various roles of health care personnel.
- Orientation to the local health care system.
- Distribute a copy of the Health and Medical Information Booklet to all new employees.
- Complete age appropriate health promotion reviews.

2. Coordinate Medical Clearance Examinations

- Prepare cables for fund cites requests.
- Schedule medical appointments, labs, and special tests as required by Washington (e.g., colon screening, PSA, mammogram)
- Request consultations and additional studies to complete the clearance evaluation.
- Assist medical personnel with clinical examinations performed in the Health Unit and perform basic diagnostic assessment tests as approved by the FSHP.
- Verify and approve medical and laboratory bills for payment (based on authorization) related to the clearance exam.
- Translate or arrange translation of medical reports to English.
- Review completed clearance exams for thoroughness and pouch to Medical Clearances.
- Package and ship lab specimens to MED lab as necessary.

3. Coordinate Medical Evacuations

- Arrange Medical Evacuations through FSHP and in coordination with MED/Foreign Programs, the Florida Regional Center (FRC), or other Regional Medical Evacuation Site.
- Draft MED Channel evacuation and other cables with appropriate ICD-9 and CPT Coding.
- Coordinate requests for specialty appointments with MED/Washington or overseas Medevac Site.
- Collaborate with Embassy Administrative office to coordinate medical evacuations.
- Request fund cites from MED or appropriate agency.
- Liaison between local providers and MED during emergency evacuations.
- Assist patient with medical services access in interval prior to evacuations.
- Request fund cites from MED or appropriate agency.
- Liaison between local providers and MED during emergency evacuations.
- Assist patient with medical services access in interval prior to evacuation.
- Accompany patient as a medical attendant as needed.

4. Coordinate local hospitalizations of Foreign Service personnel

- Initiate Form FS-3067, Authorization for Medical Services for Employees and Dependents, for urgent/emergency or elective hospitalizations.
- Request und cites from MED or appropriate agency.
- Conduct regular visits to assess the course of care while hospitalized.
- Inform MED Foreign Programs and RMO by MED Channel cable of all hospitalizations and status.

5. Maintain an Immunization Clinic for Routine and Travel Immunizations

- Assess each new patient's immunization needs and make recommendations.
- Follow CDC and ACIP guidelines for immunization of adults and children.
- Maintain logs and/or databases with Federal Requirements for records keeping of administered vaccines.
- Budget, order, and rotate vaccine stock.
- Knowledge of recommended immunization schedules and management/reporting of adverse events.

6. Serves as point of contact for Regional Medical Officers/Foreign Service Health Practitioners and Office of Medical Services.

- Control Officer for regional medical visits of MED staff.
- Coordinates transmission of medication prescriptions with RMO/FSHP.
- Regular communication by phone and E-mail with RMO/FSHP.

7. Maintains an occupational health clinic during assigned work hours

- Maintains custody and proper internal controls for the Health Unit. This includes ordering and inventory control of medical supplies and medications.
- Utilize the nursing process in providing patient care (assessment, nursing diagnosis, plan, intervention, and evaluation) to employees (U.S. Direct Hire, LES, any eligible beneficiary); or
- Evaluate and assess patients within the scope of training and expertise by means of health history, observation, interview, physical examination, and other selected diagnostic measures. Interprets, reviews, and records history and clinical findings. Selects appropriate action and initiates treatment or referral if indicated according to the nurse's scope of practice. This will include triage.
- Maintains an overseas medical record (paper or electronic) of all employee visits to the HU.
- Dispenses medications according to protocols approved by the RMO.
- Renders first aid and emergency treatment to the sick and injured anywhere on the embassy compound as appropriate.
- Visits patient at home or in the hospital as necessary to evaluate health status and monitor care provided.
- Provides follow-up care to patients once discharged from the hospital.

- Provides recommendations for referral to local facilities or providers. Coordinate and monitor care received.
- Perform periodic sanitation inspections as directed by the RMO or Admin.
- Test and maintain emergency equipment and safehaven materials in coordination with RSO.
- Conduct workplace health and safety surveys with the POSHO.
- Maintain accident log/accident reporting per MED/SHEM guidelines.

8. *Maintains current working knowledge and relationship with the local providers and facilities.*

- Maintains a list of acceptable local medical consultants and a copy of their credentials with updates every two years.
- Identifies quality providers and facilities in area and works with FSHP/RMO to develop referral network of best providers/facilities based on training, currency of knowledge and access to best facilities.
- Establishes effective relationships with local physicians and health care facilities to maximize access, coordinate care and resolve conflicts.
- Monitor local public health issues that may have a potential impact on the embassy community and coordinate with the RMO and Admin.
- Works with the RMO and post medical advisor to assess level of care at clinics, laboratories, blood banks, hospitals and individual physicians with regular updates of the Post Medical Capability Database to MED.
- Communicates regularly with the post medical advisor.

9. *Must be available outside of normal embassy working hours*

- Participates in Embassy medical duty call rotation as appropriate.
- Responds to urgent telephone request for medical information from the duty officer during off-duty hours.
- May be required to travel as a medical attendant during a medical evacuation.
- Attends continuing medical education conferences held outside of country as scheduled.
- May be required to make hospital visits during off-duty hours to monitor an individual's care.
- Available to respond to the embassy on an emergency basis.

10. *Reporting requirements*

- Monthly Statistics Report for Washington, and in conjunction with RMO or FSHP provides input to:
- Post Medical Capability Database.
- Annual Post Health and Safety Report.
- Medical portion of Post Differential Report.
- Annual Update of Health and Medical Information Guide with distribution to MED.
- Maintains or contributes to an Accident Report Log.

11. *Health Promotion program.*

- Writes health promotion/education articles for the embassy newsletter.
- Provides health promotion and safety activities at the embassy.
- Conducts health education programs to include first aid, CPR, HIV/STD, smoking cessation and weight control.
- Documents health promotion activities on DOS health promotions flow sheet.

12. Additional Administrative Duties

- Regular use and update as appropriate of State Department medical regulations as delineated in 3 Foreign Affairs Manual (FAM).
- May serve (as appropriate) as Alcohol/Drug Abuse Counselor for post and/or be a member of the Family Advocacy Program. Serves on other committees as appointed.
- Maintains written or electronic record of policies and procedures for the health unit.
- Assist HR/ER and MED in obtaining medical information and completing documentation for local OWCP claims when necessary.
- Other duties and training as assigned by Admin or the RMO.
